

<b>State/Local Convention - Funding Request</b> For use of this form see USMEPCOM Reg 601-4	FY _____	<b>FOR OFFICIAL USE ONLY</b>
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The \_\_\_\_\_ MEPS requests funding approval for promotion of the ASVAB Career Exploration Program at the following state/local educator convention:

Organization: \_\_\_\_\_

Convention dates: Starts \_\_\_\_\_ Ends: \_\_\_\_\_ Place: \_\_\_\_\_ Distance: \_\_\_\_\_ miles

ESS participation will include (Must be completed): Exhibit \_\_\_\_\_ (Booth sponsored by \_\_\_\_\_ MEPS)  
 Presentation \_\_\_\_\_ Professional development \_\_\_\_\_ Other \_\_\_\_\_ (Explain on the back)

TC will attend: Yes \_\_\_\_\_ No \_\_\_\_\_

Cost estimates: Travel + per diem \$ \_\_\_\_\_ Booth \$ \_\_\_\_\_ Shipping and other \$ \_\_\_\_\_ TOTAL \$ \_\_\_\_\_

I understand (1) to be reimbursed for expenses, MEPS must complete the bottom portion of this form and resubmit the entire form after all claims have been settled, and (2) a distance of 59 miles or less from the MEPS is considered local travel for convention attendance and per diem will not be paid.

ESS Signature: \_\_\_\_\_

Commander Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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SECTOR

Approved/disapproved \_\_\_\_\_, Sector ESS Date: \_\_\_\_\_  
 (Disapproval will be explained in an accompanying memorandum)

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REQUEST FOR REIMBURSEMENT

Actual cost incurred for attendance at the above convention are stated below. We understand that an amount equal to the total, rounded to the nearest \$10, will be transferred to the MEPS within 5 weeks of receipt of this form.

Travel expense \$ \_\_\_\_\_ + Total per diem \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Exhibit booth \$ \_\_\_\_\_ + Other (explain on back) \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Total actual cost: \$ \_\_\_\_\_

Budget Technician Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Commander's Signature: \_\_\_\_\_ Date: \_\_\_\_\_